

**DELAWARE JUDICIARY**  
**NON-MERIT POSITION**  
**POSTING NUMBER – SC0201N06**

**OPENING DATE:** 02/03/06

**CLOSING DATE:** 02/17/06

**JOB TITLE:**

**Judicial Assistant I**  
(2 Vacancies)

**SALARY RANGE:**

**\$25,619 Min. - \$32,024 Mid. PG/8\***

**LOCATION:**

Superior Court  
New Castle County Courthouse  
Wilmington

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\*Salary applicable for this position is based upon the qualifications of the individual applicant.

**SUMMARY STATEMENT:**

A class incumbent provides support services to judges or masters, specifically case preparation and courtroom coverage.

**NATURE AND SCOPE:**

An incumbent performs with supervision from the Chief of Court Security. Work involves providing services to ensure that each court runs smoothly. Typical contacts are with other court personnel, attorneys, parties, other state agencies and police agencies for the purpose of obtaining or providing information and/or clarification. A significant aspect of this work is dealing with people in stressful and/or adverse situations.

**MINIMUM QUALIFICATIONS:** Applicants must show in the application, education, training and/or experience in **each** of the following areas. **Failure in any one area will result in a rating of “Not Qualified”.** (Resumes, transcripts, and training certificates may be included as supporting documentation. Resumes **may not be substituted** for the application.)

1. Knowledge of legal or quasi-legal practices, procedures and terminology.
2. Knowledge of recordkeeping, document maintenance, scheduling or case flow management.
3. Knowledge of security practices and procedures and their application in quasi-judicial environment.

4. Ability to communicate effectively both orally and in writing.

**ADDITIONAL REQUIREMENT:** Participation in Direct Deposit is a mandatory condition of employment with the State of Delaware effective January 1, 1996.

**SPECIAL REQUIREMENT:** ABILITY TO OBTAIN SECURITY CLEARANCE AS ISSUED BY STATE BUREAU OF IDENTIFICATION.

**APPLICATIONS OBTAINED FROM AND RETURNED TO:**

SUPERIOR COURT OF DELAWARE  
500 N. King Street, Suite 2850  
Wilmington, DE 19801-3755  
SLC N210M

OR

Human Resource Management  
Employment Services  
401 Federal Street  
Suite 5  
Townsend Building  
Dover, DE 19901  
**[www.delawarestatejobs.com](http://www.delawarestatejobs.com)**.

Human Resources Management  
Employment Services  
Carvel State Office Building  
820 N. French Street  
Wilmington, DE 19801

Human Resource Management  
DTCC - Owens Campus  
Georgetown, DE 19947

THE STATE OF DELAWARE  
AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

THIS IS A CRIMINAL JUSTICE AGENCY; REVIEW OF THE APPLICANT'S CRIMINAL HISTORY RECORD MAY BE INCLUDED AS A PART OF THE HIRING PROCESS.

**ACCOMMODATIONS ARE AVAILABLE FOR APPLICANTS WITH DISABILITIES IN ALL PHASES OF THE APPLICATION AND EMPLOYMENT PROCESS. PERSONS WITH DISABILITIES ARE ENCOURAGED TO CALL (302-255-2515) TO REQUEST AN AUXILIARY AID OR SERVICE.**

FOR ADDITIONAL INFORMATION CHECK ONLINE [HTTP://COURTS.STATE.DE.US](http://COURTS.STATE.DE.US)